

Congregational Meeting Minutes ~ Sunday, February 23, 2025

(Approved by the Congregation on June 22, 2025)

1. **Call to Order/Welcome 0948** – Chris Hoelter, President
2. **Opening Prayer 0950** – Pastor Hoelter
3. **Review and Approve Minutes 0952** from June 23, 2024 Congregational Meeting (pg 2)
Motion to approve: Jill Gaylord, 2nd Terry Gaylord - Approved
4. **Treasurer's Report 0957** – Elaine Von Wald (pgs 3, 9 - 10)- See Report
Jan Gaylord asked about LEST funds - She was referred to Ruth Gray for this inquiry.
5. **Updates from the Church Council Boards**
 - a. **10:00 Board of Education** –Suzanne Frank (pgs 9 - 10) See report
 - b. **Board of Ministry and Outreach** –Judy Lebrun (pgs 3 - 5) See report
Question was asked of who was on the Pastor Call Committee: Chris Hoelter, Jim Riedl, Judy Lebrun, Jan Gaylord, Paul Brandt, PR Ru Ek Yah, Lanny Afrank.
Suggestion by PR Shimkus and backed by PR Hoelter to have someone come in to analyze our mission and where we want our Congregation direction to go in the next decade. What are our goals? Find out what Congregation wants to achieve moving forward.
Joyce Nitz - suggested small groups that can meet during the week to discuss the future so people can be more candid and speak more freely.
Chuck Kunert - Long term strategic planning- Need to get Latinos more involved and figure out a way to schedule church and congregational meetings so more can attend, participate and understand. Translation should be provided for these.
 - c. **Board of Properties and Finance** – Chuck Kunert (pgs 5 - 6) See Report
6. **President's Report** – Chris Hoelter (pgs 7 - 8) See report
7. **NW District Convention Delegates:** Nominated are Chuck Kunert for Lay person, Alternate Jeramiah Bahr, RP Ruberto Ek Yah. Motion made to accept nominations by Chris Hoelter, 2nd Amity Cunningham - Approved
8. **New Business** – None Presented
9. **Closing Doxology 1055**

*Respectively submitted by
Amity Cunningham, Secretary.*



**Trinity Lutheran Church
Congregational Meeting Agenda
Sunday, February 23, 2025**

**“Faithful to God’s Word, the people of Trinity will respond to God’s grace
and share Christ’s love in our lives, the community and the world.”**

1. **Call to Order/Welcome** – Chris Hoelter, President
2. **Opening Prayer** – Pastor Hoelter
3. **Review and Approve Minutes** from June 23, 2024 Congregational Meeting (pg 2)
4. **Treasurer’s Report** – Elaine Von Wald (pgs 3, 9 - 10)
5. **Updates from the Church Council Boards**
 - a. **Board of Education** –Suzanne Frank (verbal report)
 - b. **Board of Ministry and Outreach** –Judy Lebrun (pgs 3 - 5)
 - c. **Board of Properties and Finance** – Chuck Kunert (pgs 5 - 6)
6. **President’s Report** – Chris Hoelter (pgs 7 - 8)
7. **NW District Convention Delegates**
8. **New Business**
9. **Closing Doxology:** All rise and sing

*Praise God from whom all blessings flow.
Praise Him all creatures here below.
Praise Him above ye heavenly hosts.
Praise Father, Son, and Holy Ghost*

Congregational Meeting Minutes ~ Sunday, June 23, 2024

1. **9:45am Call to Order/Welcome** – Chris Hoelter, President
2. **Opening Prayer** – Pastor Mark Hoelter
3. **Review and Approve Minutes** from February 25, 2024 Congregational Meeting.

Motion to approve the Minutes made by Bill Shimkus, Seconded by Bruce Dennis - Approved by voice vote.

4. Updates from the Church Council Boards

a. Board of Education – Suzanne Frank

6 new students, 6 graduated, 30- re enrolled including new students, 20 pending re-enroll. TELC experiencing a growth year, currently have 110 enrolled children.

b. Board of Ministry and Outreach – Jim Reidl **see report**

5b. VBS Snacks, volunteers needed, need help getting the word out for kids.

Forecasted pastor sub, Intentional interim pastor or restart hiring?

c. Board of Properties and Finance – **Chuck Kunert**

Herb Stephens has requested the old plans wanted for building if anyone knows where some could be.

5. Treasurer’s Report – Elaine Von Wald **see report** –

Motion to adopt 2024-25 Preliminary Budget by Elaine Von Wald, seconded by Herb Stephens- Approved by voice vote.

6. President’s Report – Chris Hoelter **see report**

7. Church Council Elections

a. President – Chris Hoelter

b. Treasurer - Elaine Von Wald

c. Board of Ministry and Outreach Chair - No candidates

Motion to Approve the candidate slate made by Lanny Afrank, seconded by Mike Mann - Approved by voice vote.

Motion to Elect the candidates made by Bruce Dennis, seconded by Jan Gaylord – Approved by voice vote.

8. New Business:

Signage for “Back to School” on 55th needed.

Alumni Picnic 7/27 11:20-2:30

Church Picnic scheduled for 8/11

TELC picnic 8/9

9. 10:55am Closing Doxology and adjournment

Respectfully submitted,

Amity Cunningham

Treasurer's Report - Sunday, February 23, 2025

Budget notes related to **Condensed Financial Report** and the end of the printed agenda:

- At 12/31/2024 All Trinity Funds available to date had been applied to current year scholarships as well as \$9,776.64 applied to school operation due to the deficit . It continues to be fundraising such as Advance the Potential be for next year scholarships rather than funding current year scholarships.
- Pastor salary is not reflected year to date with Pastor Mark Hoelter generously volunteering his services during this financially challenging year. Planning for pastoral leadership a for the church, in light of financial challenges, is a key priority.
- Trinity Endowment Funds were \$375,381 higher than the balance at 12/31/2023. with significant market value improvements over the prior year decline in value. The Endowment Sc for the 2024/2025 year was \$120,000.
- Budgets for the 2025/2026 year will be presented at the the June Congregational meeting. The Board of Education has increased tuition to \$9,495 for the 2025/2026 year
- Pastor Ruberto became a paid employee in February 2025. The salary and benefit package is based on the current salary scale at 25 hours per week.

Respectfully submitted,

Elaine Von Walk - Treasurer

Board of Education Congregation Meeting

no written report submitted

Ministry & Outreach Board Congregation Meeting Report 2/23/25

Lay Ministers have been updating Care Groups trying to make sure all active members are assigned a Lay Minister. If you have questions concerning your Lay Minister contact Mark Duin, Lay Ministry Chairman, for information. **There is a need for additional Lay Ministers.** Any congregational members interested in finding out more about this should also visit with Mark.

The **Marketing Committee** has been working on the purchase of a new, larger Reader Board for the front lawn that would increase visibility to cars passing by on Killingsworth. Some details are still needing attention. It is hoped that the installation can begin soon. Our board's representative on the committee is Judy LeBrun. Talk with her if you have questions.

Our **Sunday School** continues to grow with children loving to go to class. Parents bringing them are also attending worship services. The children presented a Christmas pageant with singing the Sunday before Christmas Day. Thanks especially to Jan Gaylord and Jeff Travis for their love and care for the kids and the program as they teach our little ones on Sunday mornings.

Friday evenings finds our youth in the gym for **Bible study and basketball**. This group is led by Steven Burgos. As this is happening another group of adults is meeting in the Sanctuary for Bible study and prayer led by Edgar Burgos. As many as 18 people have been in attendance in this new ministry.

Adult Bible class will begin a new 12 week course on Genesis next Sunday. Chuck Kunert will lead us in this study of the first book of the Bible. The class meets in the school library between morning services at 9:45 am. Consider joining us for another opportunity to grow In God's Word.

The **Call Committee** has been reactivated to look into the possibility of calling an Intentional Interim Pastor for up to a two year period at Trinity. This pastor would work with Pastor Ek Yah and relieve Pastor Hoelter of his vacancy duties. One phone call interview has been done by the committee to Pastor Craig Schultz of Palmer, Alaska. The decision to move forward with an Intentional Interim pastor or to seek names from the District to begin the Call process for a permanent head pastor is still under consideration.

Additional Outreach Activities:

Thanks to member Kat Bybee as our liaison, we were able to connect with residents at Las Adelitas. In their commons area we were able to greet people, tell them about our ministry at Trinity and how we might be of help to them. Our Latino band played and sang as residents joined in. Refreshments were provided and gift cards were handed out.

Reformation Day/Halloween Trunk-or-Treat took place in the parking lot on Thursday, Oct. 31st. The weather was not ideal - cool and wet. However, many children came, trick-or-treating down the line of a dozen cars. Hot chocolate and snacks were available. Jess Parrott (TELC teacher) and Allison Hoelter did a fantastic job of leadership for this event.

Thanksgiving Boxes Neighborhood Project: Sixty food boxes were assembled and distributed to sixty neighborhood families. This project was organized by Jill Gaylord who purchased products for the boxes, recruited volunteers to prepare the boxes, including help from upper grade Trinity students and directed the packing of the boxes. Distribution of the boxes was headed up by Angeleica Ek Juarez with the help of volunteers she recruited. The project was funded by gifts from congregation members and Thrivent Community Impact Cards.

Christmas Gifts Neighborhood Project: Gifts for 100 children and \$20 gift certificates for 50 teenagers were given out at this year's Christmas Gifts project. Toys were provided from KGB TV. Congregation members financial support through donations accounted for the monetary gifts. Fred Kramer saw to it that the project was carried out smoothly and Angelica Ek Juarez and her crew did the distributing of the gifts. This project made Christmas a bit more joyful for these many families with connection to Trinity and in our community.

Trinity's Mission: The board has discussed the need to focus on exactly what the mission of Trinity is moving forward. We have always had the strong ministry of our school and also have a Spanish ministry established over 20 years ago. We are presently seeking a pastor. Finances have been an ongoing challenge. We have many opportunities for community ministry and as our neighborhood has changed so have the needs and opportunities. As we seek God's will in future ministry, the Board continues to study our mission and encourages Trinity congregation to carefully consider our ministry and how we can best serve God In this place.

Respectfully submitted,
Jim Riedl, Ministry and Outreach Board Chairman

BOARD OF FINANCE AND PROPERTIES REPORT
February 23, 2025

1. **Financial status:** Elaine Von Wald is providing a separate report.
2. **Properties report:** The following items have been accomplished since our last meeting:
 - a. A larger capacity instant-on hot water heater has been installed in the Fellowship Hall sink and has greatly improved the flow of water at the tap.
 - b. Ceiling boards have been installed in the area of the gym entrance where the sky lights were removed.
 - c. The bay laurel tree that kids were climbing to access the roof of the building was cut down as were the overgrown *Arbor vitae* bushes along the southeast wall of the sanctuary and one Bradford pear that was dying. Urban Forestry Pros is operated by the parents of a 5th grader and they not only cut down and removed these trees, but they ground the stumps and trimmed most of the trees in the parking lot.
 - d. A congregational workday removed lots of leaves from the front lawn in one morning, saving the lawn and my back. ;)
 - e. Broken windows in the clerestory above the sanctuary and in the gym have been replaced.
 - f. Scoreboard controller and the cards that communicate with the controller have been replaced in both scoreboards.
 - g. Drain under the dishwasher was adjusted so that it will retain less crud and the staff have been trained in how to properly use the dishwasher so that it does not plug up the drain.

- h. Emergency light fixture in the south hallway was burned out and replaced with an LED fixture (all the others are fluorescent).
- i. Larger yard tools are undergoing routine maintenance (mowers, power washer, hedge trimmer, chain saw, blower, edger).
- j. Worn entry mats have been replaced and new ones installed where there were none.
- k. Spacers were installed between the front and back legs of all the oak chairs in the fellowship hall to prevent the legs from being bent back so far, they break where they are attached to the seat. This is caused by people rocking back while sitting in the chairs.
- l. The Mitsubishi heaters in the TELC classrooms and the office have been serviced.
- m. The air purifiers in each classroom have been serviced and new filters installed.
- n. The carpet in the extended care room (room 13) is being removed and replaced with luxury vinyl boards that are glued down. This is to provide ease of cleaning.
- o. A new maple tree was planted behind the cafeteria to replace the one that had died.
- p. The lease agreement with Josh Volk and the Cully Neighborhood Farm has been signed extending their use of the property through 2027. They have agreed to help facilitate garden education for the Trinity students as a part of that lease agreement.

Things that we still need to address:

- a. repairing/replacing the roof
- b. sealing parking lot and repairing sunken grades
- c. replacing missing or damaged curbing
- d. replacing damaged soffit under gutters and near downspouts
- e. upgrading the rheostat that controls the lights in the sanctuary to work with LED lights
- f. replacing the TV monitor at the back of the sanctuary with one large enough so that the pastors can read it.

3. Security Grant update: The first step in implementation of the grant is to get permission from the Oregon Emergency Management Department. We have submitted the Environmental and Historic Preservation documentation that is required to prove our efforts will not disturb the environment or impact an historic building. We received an email from Oregon Emergency Management that said the delays have nothing to do with the current upheaval in the federal government and that the funds were actually awarded last October and are being held until our EHP has been approved. We have formed a task force that will actually guide the spending.

4. Latino Property: The Council approved our resolution to continue our attempts to gain the necessary funding to develop the property for affordable housing. Proposals are due in March and results in July. If we are unsuccessful, we will discuss the possibility of selling the property outright.

5. Business Manager Evaluation: Chuck Kunert and Elaine Von Wald have completed the annual evaluation of Ruth's function as business manager. Ruth was commended on the fine job she is doing and goals were set for the coming year.

Respectfully submitted,
Chuck Kunert
Chair, Board of Finance and Properties

President's Report - Congregational Meeting, Sunday, February 23, 2025

Call Committee:

As requested by the Church Council, the call committee met after the November Council meeting and discussed the calling of an Intentional Interim Minister. The call committee first attempted to contact Pastor Paul Linnemann about his potential interest in an Intentional Interim role. He communicated that his current plans are to find a role that would take him to a warmer climate. It is not likely he will be able to take this type of role at Trinity. He was open to spending time with Trinity leadership and have discussions about Trinity's mission and ministry.

The call committee then contacted the Interim Ministry Coordinator for the NW District – Pastor David Reinke. Pastor Reinke was able to inform us that there is an Interim Minister that will be available in early 2025. Pastor Craig Schultz is in the last couple months of an Interim role at a church in Palmer, Alaska. The call committee has a phone call with Pastor Schultz in January. The committee enjoyed talking with Pastor Schutz and thought he would be a good fit for Trinity.

After talking with Pastor Schultz. The call committee discussed the logistic and details of having Pastor Schultz temporarily relocate from Palmer. Trinity would then have him server us for 12-18 months, assisting Trinity with identifying their mission and then help user the call committee into the process of calling a full time pastor. With the budget expense of an Intentional Interim being almost the same as a full time pastor, the call committee felt it would be more appropriate for them to immediately put their efforts into calling a full time pastor without the period of time being served by an interim. This proposal was shared with and accepted by the Church Council.

The call committee met this past week and will be updating and sharing our 2023 Self Study. In March we will open a period for submission of Nominations of Pastors for Consideration.

Marketing Task Force:

The Marketing Task Force has not been able to meet for a few months. They have worked with a local sign company to design a new sign to be installed along Killingsworth. A few details are still being worked on before the plan is submitted to the Church Council for approval.



2025 NW District Convention Delegates:
June 19 – 21 / Spokane, Washinton
Trinity Lay Delegate: Chuck Kunert
Lay Alternate Delegate:

TRINITY LUTHERAN CHURCH AND SCHOOL AND TELC

Profit Loss

July to Dec. 2024 and Budget Full Yr. 2024 / 2025

With Prior Year Comparison

	Actual Year to date July to Dec 2024	Budget 2024/2025 Jul '24 - Jun 25	Actual 2023/2024 Jul '23 - Jun 24	Actual 2022/2023 Jul '22 - Jun 23	Actual 2021/2022 Jul '21 - Jun 22
CHURCH & SCHOOL					
Income					
1000 · Income Offering	131,640.44	266,000.00	239,077.77	216,391.70	224,675.45
1030 · Other Income	2,805.17	3,010.00	4,555.53	4,710.41	2,602.00
1035 · Other Ministries	0.00	0.00	0.00	0.00	7,400.00
1050 · Tuition	228,767.70	439,675.71	406,453.77	544,535.79	464,527.41
Total Income	363,213.31	708,685.71	650,087.07	765,637.90	699,204.86
Cost of Income					
2000 · Salaries	295,852.50	644,423.64	560,998.71	540,751.19	512,058.00
3100 · School Administration - Expense	2,022.87	3,041.12	2,737.15	4,958.07	2,315.56
3150 · Marketing and Development	710.25	2,775.93	2,643.75	612.87	986.32
3154 · Development	2,000.76	3,994.78	3,573.28	3,359.16	3,039.81
3200 · School Operating Expenses	3,514.11	26,535.31	25,596.23	12,887.50	11,634.86
Total Cost of Tuition	304,100.49	680,770.78	595,549.12	562,568.79	530,034.55
Gross Profit	59,112.82	27,914.93	54,537.95	203,069.11	169,170.31
Expense					
4000 · Office & Administration Expense	14,422.55	27,256.22	25,164.20	21,164.57	23,403.28
4300 · Lay Ministry	723.16	3,308.31	2,359.21	3,205.25	4,912.67
4400 · Worship	1,318.14	4,576.70	4,452.65	3,811.29	1,448.08
4500 · Education and Youth	1,200.00	1,800.00	839.51	1,419.97	1,199.85
4700 · Church Committees Incl Mission Outreach	9.52	500.00	366.00	3,146.82	7,638.02
4800 · Other Ministries	(1,533.19)	0.00	289.12	0.00	0.00
4900 · Facilities	38,228.73	81,477.70	72,764.42	60,407.60	40,425.85
5000 · Debt Service	26,687.70	53,375.40	48,927.45	53,375.40	53,375.18
7000 · Missions	600.00	1,200.00	1,200.00	1,200.00	1,200.00
Total Expense	81,656.61	173,494.33	156,362.56	147,730.90	133,602.93
Net Ordinary Income	(22,543.79)	(145,579.40)	(101,824.61)	55,338.21	35,567.38
Other Expense - Property Sale	0.00				
Other Income					
8000 · Fundraising/Bequests	0.00	0.00	0.00	0.00	0.00
8001 - Trinity Funds - School Operation	41,061.53	145,579.40	100,823.61	0.00	0.00
Total Other Income & (Expense)	41,061.53	145,579.40	100,823.61	0.00	0.00
Net Income (if Fundraising goal met)	18,517.74	0.00	(1,001.00)	55,338.21	35,567.38
Designated Funding TLC&S					
Properties Projects Fundraising & Inurance Funding 7/1/2023 to 12/31/2024	119,296.00				
Project expenditures	(39,652.53)				
Properties & Capital Improvements Fund Balance 12/31/2024	79,643.47				

TRINITY LUTHERAN CHURCH AND SCHOOL AND TELC

Profit Loss

July to Dec. 2024 and Budget Full Yr. 2024 / 2025

With Prior Year Comparison

	Year to date	2024/2025	2023/2024	2022/2023	2021/2022
	July to Dec 2024	Jul '24 - Jun 25	Jul '23 - Jun 24	Jul '22 - Jun 23	Jul '21 - Jun 22
TELC					
Income					
470000 · Program Income	641,904.28	1,231,800.00	1,354,504.84	973,959.58	1,038,701.49
Total Income	641,904.28	1,231,800.00	1,354,504.84	973,959.58	1,038,701.49
Expense					
500000 · Payroll Expenses	566,412.00	1,100,954.00	1,140,707.46	914,804.72	814,305.51
550000 · Utility Expenses	14,630.98	34,665.16	33,418.40	34,494.09	29,469.12
56000 · Facilities and Equipment	19,136.70	41,632.20	36,709.52	34,765.30	26,013.86
570000 · Administrative	58,116.61	101,924.38	115,191.42	121,190.90	111,235.84
Total Expense	658,296.29	1,279,175.74	1,326,026.80	1,105,255.01	981,024.33
Net Ordinary Income	-16,392.01	-47,375.74	28,478.04	-131,295.43	57,677.16
Net Income	-16,392.01	-47,375.74	28,478.04	-131,295.43	57,677.16
Other Income & Expenses					
Grant Income Misc.	0.00	0.00	0.00	134,249.94	0.00
Grant Expenses	0.00	0.00	0.00	(133,249.94)	
Stabilization Grant effective 11/1/2021	0.00	0.00	0.00	0.00	17,219.00
PPP Loan Qualifying Forgiveness	0.00	0.00	0.00	0.00	40,000.00
Total Other Income	0.00	0.00	0.00	1,000.00	57,219.00
Net Income	(16,392.01)	(47,375.74)	28,478.04	(130,295.43)	114,896.16
COMBINED TOTALS TLC&S & TELC (Designated Funding Excluded)	2,125.73	(47,375.74)	27,477.04	(74,957.22)	150,463.54

Key Balance Sheet Information at 12/31/2024	TLC&S	TELC	Total
Cash - Operations	121,836.41	43,351.17	165,187.58
Cash - Grants & Designated Funds	142,444.85	1,000.00	143,444.85
Receivables (mostly tuition contract to year end)	155,575.73	55,838.60	211,414.33
Receivable from Endowment for Scholarships	87,000.00	0.00	87,000.00
LCEF Youth Funds	7,039.19	0.00	7,039.19
Land/Bldg/Fixed Assets-At Cost	1,794,006.51	35,615.93	1,829,622.44
Accounts Payable	8,832.30	0.00	8,832.30
Due To/From TLCS & Trinity	14,592.41	(14,592.41)	0.00
Unearned Tuition in receivables(incl Scholarship Rec)	(220,797.70)	0.00	(220,797.70)
Mortgage Loan	(1,261,185.60)	0.00	(1,261,185.60)
Designated Clearing Accounts & Memorial Funds	(143,395.58)	0.00	(143,395.58)
Endowment Fund (Designated)	2,768,535.75	0.00	2,768,535.75

Notes for 12/31/2024 Year to date operating results:

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